

## Senator Bill Nelson: FY2007 Civilian Appropriations Request Form

Please download the instructions document from the website for detailed information on how to complete this form.

If you have additional questions, please e-mail [appropriations@billnelson.senate.gov](mailto:appropriations@billnelson.senate.gov).

E-mail completed forms to [appropriations@billnelson.senate.gov](mailto:appropriations@billnelson.senate.gov).

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|-------|--|
| Date: |  |
|-------|--|

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|------------------------------------|--|--------------------------------|--|--|
| Organization and Point of Contact: |  | Address: Including County      |  | Is this a Florida based organization? If not, where is it based? |
| Phone:                             |  | E-mail:                        |  |  |
| DC Representation (If any):        |  | Phone:                         |  |  |
| Address:                           |  | E-mail:                        |  |  |
| Name of Project:                   |  | Total # of Projects Requested: |  | Priority #   |

|  |  |
|--|--|
| Requested Appropriations bill:                                     |  |
| Requested Account in bill:   |  |
| Total Amount of Federal Funding Requested for Fiscal Year 2007:    |  |
| Is any of this funding included in the President's Budget Request? |  |
| Anticipated Future Funding Requests:                               |  |
| Local and State Funding Sources and Amounts:                       |  |
| Other Federal Funding Sources and Amounts:                         |  |

### Project Funding History

| Fiscal Year  | Amount Appropriated | Amount Requested | Appropriations Bill | Account |
|--|---------------------|------------------|---------------------|---------|
| 2006   |                     |                  |                     |         |
| 2005   |                     |                  |                     |         |
| 2004   |                     |                  |                     |         |
| 2003   |                     |                  |                     |         |
| Federal agency advocate (name, office, e-mail and phone number): |                     |                  |                     |         |
| State agency advocate (name, office, e-mail and phone number):   |                     |                  |                     |         |

### Purpose of and Justification for Federal Funding:

Please limit to two or three sentences.

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### How would you like this project described in the bill?

Please limit to one phrase.

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### Any additional information you would like to share with Senator Nelson?

Please limit to two or three sentences.

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## **Fiscal Year 2007 Civilian Appropriations Information**

### **Office of Senator Bill Nelson**

I look forward to working with you to ensure that Florida's priorities are well represented and adequately funded in the fiscal year 2007 appropriations bills, and I appreciate your efforts to complete this form. As I work to encourage the Senate Appropriations Committee to support Florida's federal funding requests, I rely heavily on the information that you provide to me.

Please note that this form is for projects that may be funded in any of the eight\* civilian appropriations bills which are typically earmarked and their primary areas of jurisdiction:

**Agriculture:** US Department of Agriculture

**Commerce-Justice-Science:** Departments of Commerce and Justice

**Energy and Water:** Army Corps of Engineers and Department of Energy

**State & Foreign Operations:** State Department

**Interior:** Department of Interior and Environmental Protection Agency

**Labor-HHS-Education:** Departments of Labor, Health and Human Services, and Education

**Transportation, Treasury, the Judiciary & HUD:** Departments of Transportation (includes Federal Aviation Administration and Federal Highway Administration), Treasury, and Housing and Urban Development

**\*Homeland Security (historically no earmarks)**

Projects that may receive funding from the Department of Defense and Military Construction Appropriations bills will require a different form, which is also available on this website. In keeping with congressional custom, I do not usually request earmarks in either the District of Columbia or Legislative Branch appropriations bills. For your convenience, detailed instructions for completing the request form are provided below.

### **1. Completing the Form: Due by March 1, 2006**

The top section is fairly self-explanatory. "Project" is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project. The second section is the most important part of the form. Accurate and complete information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes.

**Requested Appropriations Bill:** Bill (listed above) which funds the federal agency with responsibility for the account from which you are requesting assistance. See above for agencies and functions.

**Requested Account in Bill:** Generally, Congress provides appropriations in lump-sum amounts by grouping related activities together (generally referred to as *accounts*) and providing budget authority for each account it chooses to fund.

**Total Amount of Federal Funding Requested for Fiscal Year 2007:** How much federal funding you are requesting.

**Is this included in the President's Budget Request: "If yes, \$":** Your program or project is either fully funded in the request ("Yes"), partially funded ("Yes") or unfunded ("No"). If YOUR SPECIFIC PROJECT is fully or

partially funded, indicate how much funding is provided in the President's request. Please use whole dollar figures (i.e. \$3,000,000 not \$3M). If your program/project is unfunded, leave the dollar box empty.

**Anticipated Future Funding Requests:** Is this a one-year or multi-year project? If you anticipate funding requests in future years, how much will you request?

**Local and State Funding Sources and Amounts:** How much, if any, local and/or state cost-sharing does the project have?

**Other Federal Funding Sources and Amounts:** List any federal grants, awards, or dedicated funding the project receives. Include with whom you are working, or from whom have you requested additional funding for your program or project.

**Project Funding History:** Indicate how much support you have received for each of the last four years **ONLY** for your program/project. Leave blank if this is the first year of your request. If you received a congressional add/earmark in any of these years, enter the amount in whole dollars (i.e. \$3,000,000 not \$3,000K) in the appropriate column(s). For any year you received an appropriation, complete all columns for that year, indicating zero if funding was not provided.

**Federal agency advocate:** If possible, provide contact information for a federal agency contact who oversees/administers the project.

**State agency advocate:** Provide contact information for a state agency contact who oversees/administers the project.

**Purpose of and Justification for Funding:** This is your articulation of a justification for additional funding for the program or project. This could be as simple as "expanding services" or "providing technical assistance" or as complex as making a case for funding a new program or project for which there is nothing requested in the budget.

**How you would like this project described in the bill:** Requests are often accompanied by Report or Bill language that specifically lays out for the federal agency the purpose of additional or earmarked funds in the authorization or appropriation. For example, "...an additional \$300,000 is provided only for the establishment of a high tech training center..." This may be necessary for clarification (typically found in Report Language) or direction (typically found in Bill Language and has the force of law).

## 2. Saving and Submitting Your Form

Please **complete** a separate form for each project for which you are requesting federal funding. While additional background materials are very helpful to me, I would appreciate it if you would limit supporting documents to ten pages or less.

After downloading and completing the form, please submit your request using one of the following methods:

- Scan and email form to [appropriations@billnelson.senate.gov](mailto:appropriations@billnelson.senate.gov)
- Fax form to (202) 228-2183

**Completed forms must be received by Wednesday, March 1, 2006.**

## **Fiscal Year 2007 Appropriations Timeline**

### **January-Early February 2006**

Contact Susie Perez Quinn in my office at (202)-224-5274 or by e-mail at [appropriations@billnelson.senate.gov](mailto:appropriations@billnelson.senate.gov) to make my office aware that you intend to make an appropriations request.

Visit <http://billnelson.senate.gov/approps/civilian.cfm> to download my request form. I also encourage you to contact your Representative in the House, which has a separate process.

### **March 1, 2006**

Return completed forms via e-mail *only* to my office's civilian appropriations e-mail address: [appropriations@billnelson.senate.gov](mailto:appropriations@billnelson.senate.gov). Also attach any additional supporting documents to the e-mail.

### **March-April, 2006**

I review your projects and express my support for many of these projects directly to the Senate Appropriations Committee.

### **Summer 2006**

The House and Senate Appropriations Subcommittees write their bills. My office works with the staff of those subcommittees to ensure inclusion of projects requested by municipalities, universities, nonprofit organizations, and agencies in Florida.

### **Fall to Winter 2006**

Appropriations bills are considered by the Appropriations Committee, and, later, by the full Senate. These bills, which will include many projects that have been requested by Florida organizations, are reconciled with their House versions and are signed into law.

## **Frequently Asked Questions**

### ***What is the due date for submitting these forms?***

March 1, 2006. I base my deadline for receipt of civilian appropriations forms on the deadlines given to me by the Appropriations Subcommittee Chairs. The March 1<sup>st</sup> deadline allows sufficient time to review your requests prior to the late March and early April timeframe for submission of request letters and forms to the Subcommittees. I am happy to continue to meet and accept additional documentation through mid-March, but it is important that I have your forms by March 1<sup>st</sup>. *Please be aware that defense requests may have a different deadline.*

### ***How do I find out the status of my funding request?***

You may visit <http://thomas.loc.gov> for easy access to this information, click on the appropriations bill tab. You may also call my office at 202-224-5274 for additional questions.

### ***Should I come to Washington, DC to discuss my funding request?***

It is not necessary to come to my Washington office to discuss your funding request. I would be happy to discuss your projects by phone--including via conference calls--and encourage you to call me to review your project. If you'd like to schedule a time to meet with staff, these meetings are most beneficial when they take place by mid-March. Unfortunately, I am unable to accompany you to meetings with Appropriations Subcommittee staff.